

St. Joseph's Camberwell Catholic Schools' Federation

Minutes of a meeting of the Governing Body held at the school on Wednesday 8th March 2017 at 5.00 pm

PRESENT

Vera Asiabor	
Katie Brooks	
Karen Chys	
Fr Victor Darlington	
Anita Gallagher	Executive Headteacher
Delia Jameson	Head of Junior School (Associate Member)
Sheila Kirrane	Head of Infant school (Associate member)
Sawudatu Koroma	
Sam Mburu	
Norna Moses	Associate Member
Christian Ntiamoah	
Elaine Player	
Brona Reeves	
Chika Reuben	
Patsy Winters	Chair

In Attendance

Maureen Boyle	Governor Development Advisor`
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Governors spent the first half an hour of the meeting on a learning walking to see the school, visit classrooms and look at children's class work and book work. Once completed they convened in the office and discussed some of their findings which included:

- Some governors noted there had been some positive changes in the Infant school. Reading was highlighted in a display about the extreme reading challenge, and the comfortable reading spaces, which encouraged children to read, were a very good idea. .
- Growth Mindset was promoted in a display encouraging children to have a can-do attitude. Children in one class were benefiting from the work their teacher was doing on her MA particularly on the concept of not giving up just because you think it's too difficult and to persevere until you get it right.
- A governor commented on the clear progression in English from year to year which was noted from the children's books and the classroom displays and very much welcomed.
- Governors complimented the school on the anti bullying displays which were very effective and creative.

- Governors noted the problems the school had with limited space for the children but complimented the school on how innovative they were in using the space as well as possible. The two admin offices were now located in one office in the Infant area which helped with space. It was suggested the school's mission statement could not be seen and it was agreed to have it framed and more noticeable.
- Governors commended the marking and comments made in the children's books – which were supportive and aimed to help children to improve. .
- The Head teacher explained they held stay and play once a term when parents were invited into Reception and had a chance to play with their children and to look at their books etc. The children were very keen for their parents to attend.
- Overall governors were very impressed with what they saw in the school and welcomed this unusual but effective change to the agenda.

PART I

The Chair invited Fr Victor to open the meeting with a prayer.

The Chair welcomed Christian Ntiamoah as the newly elected parent governor. Introductions were made.

1. Apologies for Absence

It was noted Theresa had been delayed at work and if she was able to attend would be very late. (She was unable to attend and it was **RESOLVED** to consent to her absence). Brona had also called to say she would be delayed due to work commitments.

2. Declarations of Interest in the agenda

There were none.

3. Minutes of the last governing body meeting on Wednesday 30th November 2016

3.1 Approval of the minutes

It was **RESOLVED** to sign the minutes of the meeting held on 30th November as a correct record.

3.2 Matters Arising (not appearing elsewhere on the agenda)

It was **RESOLVED** to consent to Theresa Emenike's absence from the previous meeting.

4. Governing Body

4.1 Governing body membership and vacancies

The appointment of Elinor as a Foundation governor was in process with the diocese.

ACTION The Executive Headteacher would chase this with the diocese.

It was noted that Brona Reeves was on maternity leave for the summer term meetings in 2016, which is why she missed a few governor meetings. .

4.2 Governing body meeting attendance

The Clerk advised that Theresa Emenike had missed three consecutive Governing Body meetings though she had sent her apologies. However it was noted she did a great deal in school between meetings to support the work of the Governing Body and governors were happy to continue to consent to an absence.

4.3 Governor Training and Development

The Training report indicated that attendance at training recently had been very good.

The Clerk noted that the last meeting had asked GAG to identify a subject for whole Governing Body training to be held at St Joseph's school. Training in Safeguarding was requested and the Chair would liaise with Ela Cleary to arrange it. .

ACTION Chair

5. Committees

5.1 Committee membership and link governor roles

It was **RESOLVED** that Christian Ntiamoah would join Curriculum and Achievement committee and the first and second committees.

5.2 Link governor Reports

Katie had made a visit to the school on 24th Feb to look at safeguarding and her report was tabled. She had checked the single central record and noted that all classrooms now had a glass panel in the door which meant classrooms were more transparent.

A pro-forma had been developed to facilitate transfer of year 6 safeguarding files. All of the staff in school were trained in safeguarding and all policies and procedures were in place and published as required. An audit had been carried out by Apo (Southwark's safe guarding officer) and the Chair had also attended this meeting.

The Executive Headteacher had attended training at the Diocese on FGM, anti

slavery and trafficking. The Executive Headteacher would be chairing a diocesan group looking at this.

An example of safeguarding was that the school checked where children moved to when they left the school to the extent of phoning a school in Australia to ensure they had started there safely. They had also tracked down a child who had left the country to escape domestic violence to ensure they had safely transferred.

5.3 Committee meeting attendance

The report was noted.

5.4 Committee meeting minutes

- Curriculum & Achievement on Wednesday 25th January 2017
Governors noted the content of the minutes, which had been circulated with papers for the meeting.
- Resources on Wednesday, 25th January, 2017
The minutes had been circulated with papers for the meeting.
It was noted that benchmarking information will come to the next meeting.

Under the National Funding Formula all schools in the borough will lose significant amounts of funding and parents have been encouraged to write to Justine Greening (Secretary of State for Education) to express their concerns. The School could lose £52,000 next year across both schools. If the school does not have a full compliment of children it reduces its budget allocation. Funding would also be affected by changes to the deprivation index and pupil premium. The school will lose £33,000 in each of the following two years. When staff leave, the school will have to consider carefully whether they can afford to replace like with like.

Parents and governors were encouraged to campaign on this issue. The formula would take money away from successful London schools and redistribute it to schools in other areas. A number of meetings were being organised in schools within Southwark.

Another action for parents would be to promote the school to other families to encourage them to consider St Joseph's as a school for their children.

- Governors' Achievement Group 30th January

This group also met on 18th January and 6th March. The meetings were attended by Madeleine Danaher and had been very helpful in preparing governors to understand the data and answer questions from Ofsted. Any governor who could attend was welcome.

6. Executive Headteacher's Written Report

A written report had been circulated with the papers.

The Executive Headteacher's judgement was that the school is good overall. The leadership were involved in CPD and were outward looking in preparing for the future.

18:17 Brona arrived.

The Executive Headteacher said the hope and aim of the school was that it would be judged as good and be able to work with and support other schools who needed support. Work was currently being done with St Anthony's and St Joseph's Borough in which there was peer review being undertaken allowing each school to moderate and improve best practice by looking and learning from what happens in the other schools. The next data set will be produced on 24th March.

The school was working on accelerating progress. The current assessment framework did not necessarily fully reflect this. Progress is good and attainment at the end of year is good.

In year six current predictions of the percentages who would reach age related expectation were

Reading	75%
Writing	75%
Maths	71%
Grammar, Punctuation and Spelling	80%

In year two the percentages at age related expectation were

Reading	74%,
Writing	64%
Maths	65%

In the phonics screening it was hoped to maintain 83%.

In Reception the target for children reaching a Good Level of Development was 78%.

Behaviour was generally good. The Learning Mentor was having a good impact working on anti bullying and peer mediation. The Headteacher thanked her for the work she was doing. The Chair reported that the anti-bullying ambassadors had given a very good presentation on their training and how they would share their learning with other children in school of the dangers of bullying. The anti bullying displays were complimented particularly the rainbow of hands display. The Executive Headteacher had been appointed to the PHSE strategic board.

Building

There were problems with water pressure which were being pursued with

Thames water.

There was a rat problem. Bins were now collected twice a week but there continued to be a problem. Both Rentokil and Southwark have been involved in addressing it but it was exacerbated by the number of bins round about and building work being carried out locally which was displacing rats.

A governor asked if the Council was doing all they could to address the issue.

It had been discussed with the Director of Education and with David Quirk-Thornton. There appeared to be a problem across the borough and poison and traps were being used. However the school were being cautious with traps and poison around the children. A governor reported that a number of government buildings used a cat to control rodents.

Lesson observations had taken place. In KS2 all teaching observed was good. In KS1 there were two teachers who needed support.

A variety of workshops etc involving parents had taken place. The Chair had observed the Maths workshop with parents and children learning maths together. It looked like a successful and fun approach.

A governor asked about Singapore maths

The school was working with the South London maths hub and ensuring they were using resources to increase the children's security in maths. The emphasis is on embedding the basics. The workshops that had been arranged with parents to familiarise them with the school's approach had been successful

The school had been teaching the children about other faiths and it was planned to go to other places of worship where the children learned about other faiths at different points in the school year.

One week was spent looking at Judaism and one at Islam. The Head of the Infant School was concerned that a number of parents had asked the class teacher if they could withdraw their child from teaching about Islam. The School was concerned about this and would explain in the newsletter the importance of demystifying other religions. The Head of the Infant School would follow this up. Fr Victor welcomed this approach and offered to talk to any parents who might have concerns around teaching other faiths.

If governors had detailed questions they were welcome to email the Executive Headteacher.

6.1 Update on School Improvement Plan

This was attached to papers for the meeting and the Executive Headteacher had made a further update. There had been good CPD but this will be difficult to maintain due to pressure on the budget and the expense of supply cover.

6.2 Safeguarding Audit Report

A safeguarding audit had been undertaken by the LA and the report was circulated with the papers for the meeting. Governors were welcome to look at any aspect of this in school

6.4 Possible Key Lines of enquiry (attached)

A report for each school was circulated with papers for the meeting and governors were encouraged to study them. They were drawn from Raise online and data dashboard and provided a catch up for governors who could not attend GAG.

Only half a day's notice of an Ofsted Inspection is given and which ever governors are available will be asked to meet the inspectors.

When new data is available a new version will be produced.

6.5 Pupil Premium

A summary setting out the achievement of children who attract the Pupil Premium was circulated with the papers for the meeting. The number of children who attract this funding was declining which meant funding would decrease. There were only six pupil premium children in the current reception class. The eligibility criteria had changed but the school knew there were still families who were struggling financially.

6.6 Pupil Behaviour

A brief summary was included with the papers.

Behaviour was generally good. There was very little space in the school for children to run around and this did lead to bumps and grazes. Playtimes were staggered with one year group in each play ground. Managing lunchtime was more challenging however extra support staff were in the playground to manage this.

7. Engaging with Parents

The Chair noted that the SDP reflected there was a great deal of engagement with parents. Although there wasn't a PTA, parents were involved in things like organising the school fair and trips etc.

It was suggested there was a need to promote governors' presence and visibility – eg having a rota for governors to be present at Parents' Evening. Next parents' evenings were 27th and 28th June. This was agreed in principle.
Action all Governors.

It was agreed to ensure that Christian's election as parent governor was publicised to parents and he would help with any questions.

8. Statutory Responsibilities

8.1 Policy Schedule

This was noted.

8.2 To ensure the school meets the Schools Financial Values Standard (SFVS)

This return must be completed, signed by the Chair of Governors and returned to the LA by 31st March.

It was **RESOLVED** to adopt it and for the Chair to sign it.

8.3 Equality information and data

It was noted objectives were on the school website and would be reviewed in the summer term. They related to closing gaps and the school attainment data for KS1 and KS2 was on the website.

8.4 Changes to Statutory Requirements

It was noted that an updated Governance Handbook had been published

<http://schools.southwark.gov.uk/assets/attach/2305/Governance%20Handbook%20-%20January%202017.pdf>

and a new Competency Framework.

<http://schools.southwark.gov.uk/assets/attach/2306/Competency%20framework%20for%20governance%20-%20January%202017.pdf>

The Spring Term governors' bulletin was available and commended to governors. An email was sent to governors to alert them and it is on the Southwark school website

<http://www.schools.southwark.gov.uk/governance/bulletins/bulletin-spring-2017>

The Chair said that the Southwark Governor's Association (SGA) meetings were very informative and interesting and addressed broader issues of general concern to governors. It was also a good opportunity to learn what was happening in other schools. She would circulate the date of the next meeting.

Action - Chair

When asked, the Executive Headteacher replied there were two looked after children across the two schools.

9. Dates and Times of Future Meetings

Curriculum & Achievement Wednesday 10 May 2017 at 6.00pm

Resources Wednesday 10 May, 2017 at 5.00pm

Governing Body Wednesday 5 July 2017 at 5.00pm

10. Any other Business

A governor commented positively on the school's website, it was a true and

good reflection of our school. .

Governors thanked Fr Victor for his support in his very busy schedule. He is currently running the parish on his own and asked for governors' prayers.

A governor thanked the Executive Headteacher for the wonderful booster classes which were run for the children and also the supportive letters she had written for parents who were appealing to help them get their children in their first or second choice secondary schools.

The meeting finished with a prayer.

Signed_____ **Date**_____